

POLICIES OF AAUW
BALLWIN-CHESTERFIELD, MISSOURI BRANCH

I. USE OF NAME

A. The branch will lend its name and/or financial support as a sponsor or co-sponsor only to activities or organizations in the community which are related to current AAUW issues. This must be approved by a vote of the branch Board of Directors. Worthy community projects should be supported by the branch by encouraging its members to contribute to such good causes individually.

B. The branch membership list will not be given out to anyone, except in connection with AAUW business.

II. MEMBERSHIP

A. A person who is eligible for membership in AAUW may attend a total of no more than three branch and/or interest group meetings within a year without joining the branch.

B. A person eligible for membership in AAUW who desires to participate in interest group only, must be a member of the branch.

C. A person who is not eligible for membership in AAUW may attend interest groups or branch meetings as a guest of a member no more than three times a year.

III. FINANCES

A. The annual dues of branch members shall be as follows:

	Primary Branch Members	Dual Branch Members
Association Dues	\$62.00	
State Dues	10.00	
Branch Dues	22.00	\$ 22.00
Total	\$ 94.00	\$ 22.00

1. New members may join at any time. Dues are payable upon joining. If national or state offer any membership incentive programs, those programs will be offered to our new members.

2. After a member has paid Association dues for fifty years, application may be made to be named a Fifty-Year Honorary Life Member. Upon AAUW approval of the application, payment of branch dues will be exempt.
3. Student affiliate dues will be determined by the Branch Board of Directors.

B. The Branch Budget Committee will be composed of five members consisting of the finance officer, the presidents, and two additional branch members, one selected by the finance officer and one by the presidents. The finance officer will serve as chair of the committee. The committee shall prepare and submit a proposed budget to the branch Board of Directors at their first meeting in the fall. Upon board approval, the budget will be presented at the October branch meeting for approval.

C. The president shall appoint a Financial Review Committee each May. It shall consist of at least two branch members, one of whom is not a Board of Directors member. The committee shall complete the review of the books and send a written report to the president by August 1.

D. Branch Fundraising

1. Funds raised by the branch shall be limited to those undertaken in support of the Ballwin-Chesterfield annual budget, AAUW Fund, and the branch local scholarship program. Funds will not be used for charitable organizations other than AAUW.

2. Any branch fundraising program or project must be approved by the branch board.

3. The branch board may approve branch charitable projects that include the giving of goods and services.

E. Upon the death of a current Ballwin-Chesterfield branch member, the branch will contribute \$25.00 to the AAUW Greatest Needs Fund in memory of that member. Notification of the donation will be sent to the family by the finance officer.

IV. DUTIES OF OFFICERS

In addition to the duties of the officers listed in the bylaws, the following duties will also be the responsibilities of the officers:

A. President

1. Shall be responsible for bringing the branch bylaws into conformity with the AAUW *Bylaws* after each AAUW convention and each state convention and for submitting amended bylaws for review to the chair of the state committee on bylaws.
2. Shall preside at all meetings of the branch, the Board of Directors, and the Executive Committee.
3. Shall serve as ex officio member of all committees except the nominating committee.

4. Shall call special meetings of the branch in accordance with provisions of the branch bylaws.
5. Shall appoint all non-elected directors and chairs authorized by the branch bylaws except the nominating committee.
6. Shall serve on the branch budget committee and appoint one member to the budget committee.
7. Shall appoint a financial review committee each May.
8. Shall serve as a delegate to the AAUW St. Louis Metro Area Interbranch Council.
9. Shall be responsible for installation of new officers and directors, and recognition of retiring officers and directors.

B. Vice President of Program

1. Shall serve as chair of the Program committee
2. Shall preside at meetings in the absence of the president: act in the absence or disability of the president.
3. Shall serve as a delegate to the AAUW St. Louis Metro Area Interbranch Council.

C. Vice President of Membership

1. Shall serve as chair of the membership committee.
2. Shall preside at meetings in the absence of the president and program vice president.
3. Shall serve as a delegate to the AAUW St. Louis Metro Area Interbranch Council.

D. Secretary/Archivist

1. Shall have available for reference at all meetings a copy of the branch bylaws and a list of current officers/directors, chairs, and the minutes of the current year including motions and the dates passed.
2. Shall have charge of correspondence received and copies of all letters sent. All correspondence and minutes should be kept on file.
3. Shall act as branch archivist.

E. Finance Officer

1. Shall receive all monies due the branch.
2. Shall pay all bills provided for in the budget or verified by the Board of Directors.
3. Shall keep a proper set of financial records.
4. Shall render a monthly financial report.
5. Shall chair the budget committee and appoint one member to the committee.
6. Shall present the books for an annual financial review.
7. Shall file necessary papers (form 990), Return of Organization Exempt From Income Tax) with the IRS if needed.

V. MEETINGS

- A. No meetings will be held on the following major religious observances: Easter, Rosh Hashanah (2 days), Yom Kippur, Christmas, or major holidays of the significant religious or ethnic groups within the relevant area.
- B. Items sold or promoted verbally at AAUW meetings, other than those that support the AAUW Fund must have prior approval from the branch Executive Committee.
- C. Information concerning non-AAUW activities may be placed on a designated table at branch meetings. The branch newsletter and e-mail are reserved for AAUW news and business only.
- D. If Parkway or Rockwood school districts are closed on the day of a branch or board meeting because of inclement weather, the board or branch meeting will be cancelled.

VI. EXECUTIVE COMMITTEE

Shall consist of the elected officers, and the immediate past president, ex officio.

VII. STANDING COMMITTEES

- A. The AAUW Fund Committee has the dual purpose of communicating to our branch members information about various programs offered by AAUW National and raising funds for these programs.

- B. Public Policy Committee shall be responsible for the public policy program in the branch.
- C. Membership Committee shall be responsible for branch membership recruitment, orientation, and promotion of continuing involvement of the membership to the purpose and program of AAUW.
- D. Program Committee shall plan the branch meeting programs for the year. Programs shall include AAUW issues and other areas of branch interest.
- E. Communications Committee shall be responsible for dissemination of information for the branch and community.
- F. Governance Committee shall review the branch bylaws and policies and make recommendations as needed to the Board.
- G. International Relations Committee collaborates with the Ethical Society and other AAUW branches in planning lecture series.
- H. University/Liaison Committee provides scholarships to non-traditional women students who attend local universities and are pursuing their undergraduate degrees. The committee strives to support women in the STEM fields. Scholarships are funded by money raised through Dollars for Scholars events.
- I. Care Notes Committee corresponds with the branch membership as appropriate.

VIII. AAUW ST. LOUIS METRO AREA INTERBRANCH COUNCIL

The branch shall be a participant in the AAUW St. Louis Metro Area Interbranch Council and send four delegates to the meetings. The delegates shall be the president, program vice president, membership vice president, and the immediate past president.

IX. CONVENTIONS

- A. Monies will be designated from the annual budget to be placed in the operating fund to be used by elected officers and directors, appointed officers, and branch members to attend the AAUW Convention, the AAUW of Missouri Convention, and other AAUW Conferences. The procedures specified in the current Convention and Conferences Reimbursement Guidelines will be followed.
- B. Monies allocated for the AAUW Convention and AAUW of Missouri meetings will be given to eligible attendees after attendance at the conference has taken place and when a receipt and evidence of conference attendance is presented. Additional monies derived from fund raising or uncommitted branch funds may be allocated by the Board of Directors for use in attending AAUW conventions and conferences.

X. AMENDMENTS TO THE POLICIES

Changes in the branch policies, addition, deletion, or amendment shall be passed by a majority vote of branch members present at a branch meeting. Members shall be notified in writing of the proposed changes at least two weeks before the vote is to be taken.

Amended July 25, 2021